



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2349 *LEAD SAFE NEIGHBORHOODS PROGRAM COORDINATOR
(Community Development Specialist III)
*SALARY: \$4536 to \$5486, Monthly**

***APPLY: FIRST DATE: March 28, 2003**

LAST DATE: April 30, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

Note: This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the Community Development Specialist III classification as well as for the current vacancy in the Lead Safe Neighborhoods Program.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply unless otherwise specified.

EDUCATION: College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college level units = 120 semester/180 quarter). (You must submit college transcripts or proof of degree with your application.)

-AND-

***EXPERIENCE:** Equal to three years of qualifying professional experience as specified below.

Qualifying Professional Community Development experience may include the following: Lead Poison and Lead Hazards Prevention; Lead Inspection/Assessment; Lead Hazards Enforcement; Managing Lead Hazard Abatement Programs; Grant Administration; Neighborhood Revitalization; Business Development Projects; Federally Assisted Housing Programs; Administrative/Budgetary Analysis; Finance/Accounting; Lending/Community Investment Programs; Economic Development; Nonprofit Contract Administration; Business Finance/Redevelopment; and/or Community Service Programs.

Note: A Masters Degree in Public or Business Administration, Finance, Economics, Planning, Management, or a closely related field may be substituted for a maximum of one year of qualifying professional experience.

HIGHLY DESIRABLE:

*1. Possession of a valid, current California Department of Health Services Lead Certified Inspector/Assessor certificate.
(You must attach a copy of the certification or you will be required to obtain one within 3 months of hire.)

2. Bilingual communication skills in English and any of the following languages: Spanish; Chinese; Cambodian; Laotian; Hmong.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

***DUTIES:** The **Lead Safe Neighborhoods Program (LSNP) Coordinator** is responsible for LSNP Program development, coordination, and implementation; liaison to and staffing the City's Lead Poison Prevention Citizen's Advisory Taskforce and assisting with development of local ordinances and associated policies on lead safe housing; coordinating lead hazard enforcement for substandard housing and unsafe construction work practices; developing and performing a variety of outreach and education in relation to lead hazards; developing and performing presentations and training on the hazards of lead; identifying, writing and administering grants; performing lead hazard inspections and assessments; collaborating with the Neighborhood Code Compliance Department, Development Services Department, City Attorney, and San Diego Housing Commission to reduce the incidence of lead poisoning and lead hazards through the development and implementation of City ordinances and an enforcement process; incorporating, identifying, and enforcing Lead Safe measures into housing processes; coordinating resources with a variety of interests such as council offices, other governmental and regulatory agencies, and business and community based organizations and homeowners; performing technical lead hazard evaluations, field tests, and preparation of technical reports; performing outreach efforts related to LSNP and the prevention of lead poisoning such as developing brochures and attending information fairs; developing and conducting training for housing contractors and code enforcement staff; making presentations to City Council, and business and community organizations; and researching, applying for, and administering grants.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

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Other Community Development Specialists III are assigned to the Community and Economic Development Department and the Neighborhood Code Compliance Department. These Community Development Specialists III, under direction, coordinate the preparation and implementation of specific community development programs; conduct varied studies and major analyses of community development programs; coordinate the activities of citizen's advisory groups and committees; provide technical assistance, staff services, and cost estimates to businesses, financial institutions and citizen's advisory groups; administer small business community development revolving loan funds; assist in the formation and organization of citizens' community development groups; represent the City Manager's office at meetings of assigned groups; confer with department heads and public officials on community development programs; confer with City departments and other agencies to obtain and develop detailed information affecting community development programs; analyze complex proposals for cost, benefit, and feasibility; advise groups on financial and other resources available, and develop specific detailed projects for implementation; may exercise functional supervision of assigned community development programs; confer with special-purpose citizen groups, and public and private agencies to mobilize community resources for the accomplishment of specific projects; prepare reports; may supervise subordinates; prepare and deliver information on programs, objectives, and policies of community involvement programs; negotiate and administer contracts; and perform special studies and related work.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM and APPLICATION/SUPPLEMENT** (including any attachments) for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list(s).

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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